

13 February 2018

## 2018 ACT Assembly – Invitation Letter

**Dear Members of ACT Alliance,**

It is with great pleasure that we invite you to attend the Third ACT Alliance General Assembly which will take place in Uppsala, Sweden from 28 October to 1 November 2018, under the theme “Hope in action – Putting People First”. Our hosts are Church of Sweden and Diakonia Sweden.

The General Assembly is ACT Alliance’s highest decision-making body and highest representation of the life of ACT Alliance members, where delegates of ACT member organisations will determine the future strategic direction of ACT, elect ACT governance for the next term, review the membership model and statutes, as well as share experiences about issues facing the membership and worship together celebrating cultural diversity. The Assembly will close with a Joint Day with the WCC Executive Committee focused on Ecumenical Diakonia and Sustainable Development.

Please regularly check our ACT assembly website for information and updates: [www.actassembly.org](http://www.actassembly.org)

All ACT members are welcome to register two delegates – one official delegate and one guest delegate. The official delegate will have the voting rights, and we encourage members to send present governance members and nominated candidates as their official delegate. Members are also encouraged to seek gender and generational balance in their delegation.

In addition, each ACT Forum is invited to register one representative, Advisory Groups can register up to four representatives each and Communities of Practice up to two representatives each. Additional registration categories for those contributing to the assembly (exhibitors, session facilitators, speakers, external guests, etc.) will also be available.

One of the requests from the 2014 assembly in Punta Cana was to enable greater youth participation in future assemblies, and in the life of the alliance as a whole. Following that assembly, a Youth Participation Community of Practice was established within the alliance that gathers youths from various youth organisations affiliated to ACT members, 16 in total at the current time. In order to further increase Youth engagement across the alliance, more deliberate representation of youth at the assembly will help build the platform for more effective future youth participation in the alliance. A specific category for registration at the assembly has therefore been created for Youth Representatives. We invite a maximum of one youth representative per member to register for the assembly in addition to the two delegates mentioned above. They must already be an existing member of the Community of Practice (CoP) on Youth Participation or represent another Youth network in the alliance which is interested in joining the Youth CoP. There are plans to also hold a pre-meeting in Uppsala for the Youth representatives ahead of the assembly. More information will be available soon and will be communicated to those who have registered as Youth Representatives using the registration form.

### Venue:

The Assembly venue is Uppsala Concert and Congress Hall (UKK): <https://www.ukk.se/en/>  
It is within walking distance from all the hotels.

### Arrivals/Departures

Participants can start arriving for the assembly as of Saturday, 27 October. However, if you wish to participate in the pre-assembly exposure visit (taking place on Saturday, 27 October) then you need to arrive on Friday, 26 October. Registration will be available starting Saturday afternoon and throughout Sunday. The launch of the ACT Global Gender Campaign will take place on Sunday, 28 October and the Opening Worship will start at 18.00 in the Cathedral, followed by a welcome reception with speeches. Business sessions start on Monday, 29 October and close on Thursday, 1 November (ACT-WCC Joint Day) around 18.00 with a Joint Worship. Departures should be scheduled for Friday, 2 November.

### Pre-Assembly Exposure Day (27 October)

On Saturday, 27 October, Church of Sweden and Diakonia invite all Assembly participants to a pre-Assembly exposure day in order to get to know a bit of the Swedish context. The theme of the day will be on migration and integration. Places on the pre-assembly exposure day are limited and will be allocated on a first come first served basis. No participation fee will be applied. More information will come.

### Registration Fee

The registration fee for all participants is **USD 200.-**

### ACT Assembly Conference Package (USD 450.-)

The ACT Assembly Conference Package includes refreshments, lunches and dinners at the Assembly venue from Sunday, 28th October to Thursday, 1st November (i.e. 5 days).

### Single Day Conference Package (USD 90.-)

For WCC Executive Committee members who are not attending the full ACT Assembly, a Single Day Conference Package will be available covering refreshments, lunch and dinner at the Assembly venue on Thursday, 1 November for the Joint ACT/WCC day on Ecumenical Diakonia and Sustainable Development. They do not need to pay the registration fee.

### Accommodation

Five hotels have been reserved for Assembly participants. These will be allocated as per participants' preference **on a first come first served basis**. Please note that ACT Secretariat staff, Governing Board and WCC Executive Committee members will have pre-defined accommodation. Participants will be informed of their designated accommodation a few weeks before the Assembly. All self-payers will be expected to pay their own costs at the hotel.

### Subsidies

Subsidies are available for member organisations with their Headquarters located in Africa, Asia, Latin America, Caribbean, Middle East or Eastern Europe. A subsidy includes: a return flight, accommodation (maximum 6 nights, breakfast included, from Saturday, 27 October to Friday, 2 November) and the conference package. The registration fee and other incidentals (visa costs, local transport, etc.) must be

covered by the participants themselves. Any additional hotel nights outside those covered by ACT must be paid by participants directly to the hotel. This subsidy will only be available for one official delegate from the member organisation. The second delegate must cover all costs themselves. Further information is available on the travel subsidy application form: <http://actalliance.org/wp-content/uploads/2017/10/Travel-Subsidy-Application-Form.pdf>. Please note that members will need to be up to date with payment of fees (including for 2018) and be able to demonstrate engagement in the life of the alliance since the previous assembly in Punta Cana in 2014 in order for the travel subsidy to be approved. If approved ACT will take care of the booking of the flights.

### Insurance

Foreign visitors to the Church of Sweden are insured through *If* business travel insurance. The insurance is valid from the time the insured leaves their home or their regular work place until the time that the insured returns to one of these sites. Only travel in direct relation to/from these locations is covered by the insurance.

### Languages

The Assembly will offer interpretation into English, French and Spanish. Please note that assembly documents will not be available in paper copies at the Assembly and participants are asked to bring their own electronic copies with them. For environmental considerations, we encourage participants to limit the printing of assembly documents to a minimum.

### Registration to the Assembly:

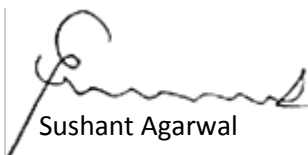
Upon receiving this letter, **you will have until 15 March 2018 to send the name and email of your delegate(s) to Penny Blachut: [plb@actalliance.org](mailto:plb@actalliance.org)**. These will then receive an email with an attached registration form to return to Penny Blachut as soon as possible. **The deadline for returning the registration form is 30 June 2018.**

More information about the ACT Assembly will be sent to you at regular intervals until the Assembly and can be accessed at any time online at [www.actassembly.org](http://www.actassembly.org).

We are looking forward to receiving the names of your delegate(s) to be registered for the Assembly **before 15 March 2018, to be sent to Penny Blachut: [plb@actalliance.org](mailto:plb@actalliance.org)**.

If you have any questions, please do not hesitate to contact Penny Blachut.

With warm wishes,

  
Sushant Agarwal  
ACT Moderator

  
Rudelmar Bueno de Faria  
ACT Alliance General Secretary